

# **Pierce Conservation District Job Description for Knotweed Project Intern**

Application Process Closes: March 1, 2010

## **Introduction:**

The Pierce Conservation District is seeking an intern to assist with the implementation of knotweed project tasks during the Summer of 2010. Pierce Conservation District is a non-regulatory division of state government that has been working with Pierce County landowners to help manage natural resources since 1949. In 2010 Pierce Conservation district received a Salmon Recovery Funding Board grant to map knotweed along South Prairie Creek and its tributaries.

## **Duties:**

The primary responsibility of the Knotweed Project Intern will be to use GPS units to map knotweed along South Prairie Creek and its tributaries. This position will include both field and office work. Specific duties may include the following:

- A. Map knotweed stands within 100'/200' along South Prairie Creek and its tributaries using GPS units.
- B. Assist with entering recorded data into Noxious Weed Board Database.
- C. Assist with creating maps of knotweed locations.
- D. Provide assistance with miscellaneous administrative, clerical, and outreach aspects of the project.
- E. Prepare reports on activities and progress as directed by the Urban Conservation Program Coordinator.

## **Required Skills, Knowledge, and Abilities**

This position seeks a university student enrolled in a natural sciences program or related field. Other requirements include the following:

- A. Strong oral and written communication skills.
- B. Academic training and experience in water resources, environmental education and community service, environmental studies, and/or natural sciences.
- C. Interest in and commitment to natural resource enhancement and environmental education.
- D. Service oriented attitude and constructive problem solving skills.
- E. Ability to work closely with others in a public office environment.
- F. Ability to organize and plan own schedule of activities related to work goals set by the Urban Conservation Program Coordinator.
- F. Ability to work outside in inclement weather and uneven terrain.
- G. Ability to maintain accurate records regarding time keeping and authorized expenses.
- H. Valid driver's license, insurance and ability to operate an automobile.
- I. Working knowledge of GPS units and GIS preferred.

**Salary and Schedule:**

This is a 6-month position to begin in May and end in October of 2010. Time commitment will be 20 hours/week while in school and 40 hours/week during summer break, and may require some work on Saturdays or after regularly scheduled work hours. Exact days and times are somewhat flexible. The compensation rate for this position is \$10/hour, where monthly timecards are turned in to receive payment. The Knotweed Project Intern will be required to be placed on the Pierce Conservation District's insurance to use District vehicles.

**To Apply for this Position:**

Please send a resume', two letters of recommendation and a short essay (not to exceed one page, single spaced) describing the experience and skills you would bring to this position and how this internship would mutually benefit yourself and the Pierce Conservation District's Knotweed Project to the address below.

Pierce Stream Team  
5430 66<sup>th</sup> Ave East  
P.O. Box 1057  
Puyallup, WA 98371  
Attn: Knotweed Project

For questions regarding this announcement, please contact Melissa Buckingham, Urban Conservation Program Coordinator, at (253) 845-2973, or [melissab@piercecountydc.org](mailto:melissab@piercecountydc.org).